



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

08 March 2005

MEMORANDUM FOR WING AND REGION COMMANDERS

FROM: HQ CAP/DO

SUBJECT: Authorization to Pay Lodging and Per Diem on Air Force Missions

1. With the wide variety in the kinds of missions that CAP is now performing, it has become necessary for members to travel and stay overnight more often in support of both operational and training missions. Since funding for this purpose is extremely limited, we must be very careful about how we spend our money. This subject was discussed during the last NEC meeting and the following guidance was approved.
2. Operational Missions: Overnight stays must be approved in advance through the National Operations Center (NOC) for all missions (SAR, DR, CD, or HLS.) In unique conditions (example: weather-related) where overnight stays have not been approved in advance, please contact the NOC duty officer to coordinate approval. Also, please keep in mind that the NOC can only coordinate approval of overnight stays during missions when a) safety requirements dictate and/or b) mission needs dictate and it is more cost effective for the overall mission to do so. CAP's exemption from the FAA allows private pilots to receive lodging and meals compensation only on Air Force assigned missions.
3. Training Missions: Overnight stays will not normally be authorized for training missions except when safety needs dictate. Examples of when it can be approved include inclement weather preventing a safe return to home base or when necessary to avoid violating duty day requirements. If it is necessary for members to stay overnight as part of a training mission, the state director and wing commander must both approve the request to be paid from the wing's Air Force training funds. In the unusual circumstance when the state director or wing commander can not be reached, the Incident Commander or his/her staff can contact the NOC to coordinate approval.
4. All Air Force Missions: Private pilots are restricted by CAP's FAA exemption to only receive the lodging and per diem rates listed in CAPR 173-3. For all other CAP members, lodging and per diem will normally be reimbursed at rates not to exceed those established by the Joint Federal Travel Regulations (JFTR). (<http://www.dtic.mil/perdiem/jftr.html>) Every effort should be made to stay within these rates. In very unusual circumstances where lodging can not be obtained at any facility within the JFTR rates, approval must be obtained in advance from the NOC – otherwise the member will only be reimbursed up to the JFTR rate. Generally, anything that exceeds the JFTR rate by thirty percent or more will not be approved. If ground transportation is required, CAP vehicles should always be used if available. When a CAP vehicle is not available, the most cost effective option should be used whether it be a hotel shuttle, taxi, rental car etc.

5. The guidance in this letter will be included in the rewrite of CAPR 173-3. We will continue to work hard to reduce the financial burden on the membership. Thank you for your continued support and assistance.

A handwritten signature in black ink, reading "John A. Salvador". The signature is fluid and cursive, with the first name "John" and last name "Salvador" clearly legible.

JOHN A. SALVADOR  
Director of Operations

cc:

HQ CAP/CC/CV/CS/EX/XP/DO/FM/GC/IG/EXI  
OPERATIONS COMMITTEE  
HQ CAP-USAF/CC/CV/XO/FM/IG/JA  
CAP-USAF LR/CC  
STATE DIRECTORS  
AFRCC/CC/DO